



MUNEEB QAMAR

Credentialing Analyst

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🇵🇰 Pakistan 🌐 Single

Education

Master in Business Administration (Finance),

The University of Azad Jammu and Kashmir
Finance & Accounting, Auditing, Economics

2014 – 2019
Muzaffarabad, Pakistan

Bachelor of Commerce, University of Punjab

2011 – 2014
Rawalpindi, Pakistan

Professional Experience

Research Analyst, Carecloud (MTBC)

2022 – present
Bagh, Pakistan

Leads, coordinates, and monitors the review and analysis of practitioner applications and accompanying documents, ensuring applicant eligibility. Conducts thorough background investigation, research, and primary source verification of all components of the application file. Identifies issues that require additional investigation and evaluation, validates discrepancies, and ensures appropriate follow-up. This includes updating the CAQH profile every 120 days and completing Medicare/Medicaid revalidation/recertification when needed. Prepares credentials file for completion and presentation, processes request for privileges, ensuring compliance with criteria outlined in clinical privilege descriptions. Responds to inquiries from other healthcare organizations. Utilizes the credentialing database, optimizing efficiency, and performs query, report, and document generation; submits and retrieves National Practitioner Database reports in accordance with the regulations. Updates credentialing action log for all the credentialing activities. Implement and act in accordance with MTBC's information security and privacy policies. Ensure compliance with information security responsibilities specific to your job role. Protect assets from unauthorized access, disclosure, modification, destruction, or interference. Creation of Electronic Data Interchange (EDI) setup, Electronic Fund Transfer (EFT) Setup, and Electronic Remittance Advice (ERA) Setup. Provider Enrollment with Govt. Commercial payers. Creating/Updating/Recovery of web portals and passwords for insurance.

Create and update assignment documentation checklists based on client requirements.

Checking enrolment statuses with insurance from time to time for decertification dates.

Initiating and overseeing practices and physicians' credentialing process.

Office Assistant, *The University of Azad Jammu and Kashmir*

2014 – 2022

Noting Drafting, Correspondence with HEC & Govt. Department, Fee, and funds matter, Funeral Grant Matters, Benevolent Fund Matters, Marriage Grant Matters, Audit record,

Muzaffarabad, Pakistan

International Verifications, Certifications, Boards of studies matters, Semester implementation committee matters, Semester Rules, University Management Information System Module Annual and Semester Registration.

Skills

Excellent verbal and written communication skills.



Awards

Letter of Appreciation, *Assistant Registrar*

2022

Certificates

- Basic Computer Learning
- Peach Tree Accounting
- Automation System

Projects

University Automation System, *UMIS*

2014 – 2022